

ANNOUNCEMENT NUMBER: 12-29

OPEN TO: All Interested Candidates

POSITION: Human Resources Assistant: FSN-7; FP-7
Developmental Level: FSN-6; FP-8

OPENING DATE: September 13, 2012

CLOSING DATE: September 27, 2012

WORK HOURS: Full Time (40 hours per week)

SALARY: Actual salary and grade will be based on the qualifications of the applicant.

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. For complete details click on: <http://Niamey.USEmbassy.gov>

Special Note: This position requires extensive knowledge of laws, regulations and guidelines regarding Human Resources Management. Development level may be established depending on qualifications and experience.

The U.S. Embassy in Niamey is seeking applications from **qualified** individuals for the positions of **Human Resources Assistants** in Human Resources Office.

BASIC FUNCTION OF POSITION:

This position is located in the Human Resources Office at American Embassy Niamey, Niger. The incumbent serves as Human Resources Assistant and provides a wide range of HR services for the Embassy and associated agencies. Primary duties include the recruitment and selection of Locally Employed Staff (LE Staff), Eligible Family Members (EFMs) and PSA Limited), processing personnel actions, benefits, conduct orientation for LE Staff. Prepare HR reports. Reports directly to the Senior HR Assistant.

Complete position description is available in the HR (Human Resources) office.
Tel: 20 72 26 62/63 Ext. 4347/4479

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Education: U.S. High school diploma or host country equivalency is required. Two years of university studies in human resource management, business administration or related field is a plus.

Prior Experience: Three to five years of progressively responsible experience in the field of human resource management of which two years with a U.S. Government organization, international non-governmental organization and/or diplomatic mission is required.

Language Proficiency: Level IV (fluent) Speaking/Writing/Reading French and English is required. Level IV (Fluent) speaking in Hausa and or Zarma is required. English will be tested.

Knowledge: Thorough knowledge of human resource management functions, Host Country local labor law, Social Security System, prevailing practice are required. Good working knowledge of USG policies, regulations and procedures and prevailing practices and customs as they apply to compensation and retirement is a plus.

Skills and Abilities: Must be a self-starter, possess a high degree of initiative and be creative (think out of the box). Must have excellent customer service and interpersonal skills. Be able to establish and maintain effective working and professional relationships with both Mission personnel, host government officials (Labor, Social Security Insurance, etc), and other professional contacts. Strong organizational skills and the ability to multi-task, prioritize, and complete assignments in a timely manner. Must be able to analyze personnel data and draft required and ad hoc reports. Must be fluent in English and have strong written and verbal communication skills. Good skills in screening applications and interviewing techniques. Typing Skills (40 wpm) and excellent computer skills (e.g. Microsoft Word, Excel, Outlook, Publisher, Access, etc.) are required. Typing proficiency will be tested.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Member (USEFMs), and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualification above in the application.

ADDITIONAL SELECTION PROCESS

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY:

Interested Candidates should submit the following:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174) available at: <http://Niamey.USEmbassy.gov>; **or**
2. A current résumé or curriculum vitae that provides the **same information** as the Universal Application for Employment (see Appendix B); **or**
A combination of both; i.e. Sections 1 -24 of the Universal Application for Employment along with a listing of the applicant's work experience attached as separate sheet; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Attention: Human Resources Office
American Embassy
BP 11201
Niamey, Niger

POINT OF CONTACT

Human Resources Office

Telephone: (227) 20-72-26-62, Ext. 4347/4479

Applications must be received by the closing date.

CLOSING DATE FOR THIS POSITION: September 27, 2012 at 5:30 pm

The U.S. Mission in Niamey provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

U.S. Mission Niamey is a drug-free work environment.

APPENDIX A: DEFINITIONS

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under Chief of Mission authority, or at an office of the American Institute in Taiwan; and either:

1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the Local Compensation Plan (LCP).

6. **Ordinarily Resident (OR)** – A foreign national or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFM's without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the LCP.

APPENDIX B

If applicant submits a résumé or curriculum vitae, s/he must include the following information equal to what is found on the Universal Application for Employment.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) and status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References